NEEKLY INSPECTION CHECKLIST FOR LIQUID WASTE INCINERATOR AND CALGON UNIT

DATE:_	
TIME:	

INSPECTOR: Walt Michaels TITLE: Process Supervisor

# RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

### I. TANKS

Inspect each tank for leaking connections, leaks from holes or cracks, in tank walls, excessive corrosion, inoperable valves. NOTE ANY DEFECTIVE CONDITIONS.

TANK		CONDITION
T-1 Residue Storage		
T-2 Miscellaneous Storage		
T-3 Agitated Storage		
T-4 Heated Storage		
T-5 Oil Storage		
T-6 Residue Storage		
Quench Tower		
Absorber Condenser		
cinerator		
1st Stage Neutralizer		
2nd Stage Neutralizer		
50% Caustic Storage		`
Diesel Storage		
South Carbon Bed		
West Carbon Bed	-	
East Carbon Bed		
Carbon Transfer Tank		
West-Sacrificial Bed		
East-Sacrificial Bed		
100 M Water Storage		
Water Decant Tank		

XC: RHS O: DW

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DATE:	
TIME:	

INSPECTOR: Walt Michaels TITLE: Process Supervisor

## RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

II. TRAILERS

Inspect each trailer, which is at either the Residue Burner or Calgon Unit at date of inspection, for leaking connections, inoperable valves, etc. NOTE ANY DEFECTIVE EQUIPMENT OR CONDITIONS. Inspect for leaks and corrosion.

#### X = Not On Site

TRAILER	CONDITION
256	
280	
281	
283	·
284	
286	
287	
291	
292	
293	•
295	
296	
297	
298	

DATE:	
TIME:	

INSPECTOR: Walt Michaels
TITLE: Process Supervisor

## RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

#### III. PUMPS

Inerect each pump to determine if:

- 1) It is in good operating condition (seized or coupling shot).
  - t). 3) There are any leaking connections unions or flanges.

2) It is properly packed - leaking.

4) Inlet and discharge valves are operable.

#### NOTE ANY DEFECTIVE CONDITIONS.

PUMPS	CONDITION
T-2 / T-3 Incinerator Feed Pump	CONDITION
T-1 Incinerator Feed Pump	
T-4 Incinerator Feed Pump	1
Oil Feed Pump	
T-6 Incinerator Feed Pump	
T-1 Unloading Pump	
T-4 Unloading Pump	
Oil Unloading Pump	
T-6 Unloading Pump	
T-2/T-3 Unloading Pump	
Agitated Tank Agitator	
East Caustic Feed/Circulating Pump	
West Caustic Feed/Circulating Pump	
stic Unloading/Sump Pump	
Water Stor Tk's Sump Pump	
Water Trailer Unloading Area Sump Pump	
Calgon Feed Pump	
Water Trailer Unloading Pump	
Residue Unloading Area Sump Pump	
Residue Storage Area Sump Pump	
#1 Neut Tank Agitator	
#2 Neut Tank Agitator	
#1 Cooling Tower Circulating Pump	
#2 Cooling Tower Circulating Pump	×
#1 Quench Circulating Pump	
#2 Quench Circulating Pump	
#1 Absorber Condenser Circulating Pump	
#2 Absorber Condenser Circulating Pump	
North IWS Circulating Pump	
South IWS Circulating Pump	·

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DATE:_	
TIME:	

INSPECTOR: Walt Michaels TITLE: Process Supervisor

# RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

#### IV. CONTAINMENT AREAS

Inspect each containment area to determine the condition of the SUMP and DIKE Walls. NOTE ANY DEFECTIVE CONDITIONS. FULL OR FLOODED.

CONTAINMENT AREA	CONDITION
Unloading Area (Residue)	
Storage Area (Residue)	
50% Caustic Tank	
Water Trailer Unloading	
Water Storage Tanks Dike	
Calgon Bed Dike	
Quench Area	
Incinerator Area	
IWS Area	

#### V. FILTER

Inspect Filter for leaks and plugging Inlet and Discharge Valves workable.

FILTER	the state of	. Sys	CONDITION	
Calgon Feed Filters				
River Water Screens			*	-
Oil Storage Unloading				
Heated Storage Unloading				
BOC Storage Unloading				
PCBTF Storage Unloading			1	
Agitated Storage Unloading				
Misc. Storage Unloading (Dir	ect)			

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DATE:_	
TIME:	

INSPECTOR: Walt Michaels TITLE: Process Supervisor

# RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

### V | MISCELLANEOUS, FEED PIPING & SCRUBBING SYSTEM

Lect for leaks or holes.

NOTE ANY DEFECTIVE CONDITIONS.

ITEM	CONDITION
Incinerator Hot Stack	-
Quench/Cooling Tower	
Absorber Condenser	
Piping in U-94	
IWS Recycle Piping	
Absorber Condenser Cooler	
Absorber Condenser Piping	
Incinerator Feed Piping	
Calgon Feed Piping	
Calgon Exit Piping	
50% Caustic Unloading Piping	
.vater Trailer Unloading Hose	
Oil Storage Unloading Hose	
Residue Unloading Hoses	
# 1 IWS	
# 2 IWS	
Unloading Area Sump Piping	
Storage Area Sump Piping	
Incinerator Feed Nozzles	
Combustion Air Blower	
Stack Fan	
U-67 Air Compressor	
Storage Tank Vent Sorb Drums	

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DATE:	
TIME:	

INSPECTOR: Walt Michaels
TITLE: Process Supervisor

# RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

VII. INSTRUMENTATION
Inspect Instrumentation for proper operation.
NOTE ANY DEFECTIVE EQUIPMENT.

INSTRUMENTATION	CONDITION
Incinerator Body / Exit Temperatures	
Incinerator Body Press/Vacuum	
Combustion Air Flow	
Scrubber Temperature	
# 1 Continuous Emissions Monitor System	
# 2 Continuous Emissions Monitor System	
Bailey Operator Interface Stations	•
Bailey Printers	
pH Meters	
Oxygen Meter - U-94	
Oxygen Meter - U-67	
North American Gas Burner System (A)	
North American Gas Burner System (B)	
Calgon Water Flow Meter	
Pressure Gauges (Misc)	
Portable 2-way Radio	
Emergency Shutdown	

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B-067

DATE:	INSPECTOR:	Walt Michaels
TIME:		

TITLE: Process Supervisor

# RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

### VIII. SAFETY EQUIPMENT

EQUIPMENT	CONDITION
100 M Storage Eyewash/Safety Shower	
U-60 Eyewash/Safety Shower	
U-67 Eyewash/Safety Showers	
Unloading Area Eyewash/Safety Shower	
Stor Area (Ground) Eyewash/Safety Shower	
Stor Area (Deck) Eyewash/Safety Shower	
U-76 (East) Eyewash/Safety Shower	
U-82 (East) Eyewash/Safety Shower	
Fire Extinguishers - U-76, U-87, U-67, U-94	
Fire Extinguishers - Outside	
ott Air Pak's - U-87	
Spill Control Equipment	
HOUSEKEEPING	
U-87 Bldg	
U-67 Bldg (1) (2)	-
U-94 Bldg	
U-79 Bldg	
U-82 Bldg	
Reactor Area	
Water Storage Area	
Residue Trailer & Stor	

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DATE:	INSPECTOR:	Walt Michaels
TIME:		

TITLE: Process Supervisor

# NAPL STORAGE AREA WEEKLY INSPECTION CHECKLIST

T-20	
NAPL Storage Tank	
Process Piping	
Unloading Pump	
Feed Pump	
Unloading Hose	
Feed Striner	
North Eyewash, Safety Shower	
South Eyewash, Safety Shower	
Trailer Pad	
Storage Tank Dike	
Sump Pump	
Sample Return System	
Vent Sorb Drum	

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### Example

### Chemical Waste Storage Tank Emission Control System Inspection

Inspector				Time		_		Date		-
Instructions:	Any c 2. Check 3. Check	anister with the storag the storag	h a vent ga ge tank au ge tank au	as reading itomatic nit itomatic ve	over 50 p trogen pac ent valve (F	ding using ar opm is to be i d valve (Fund Functioning p ne carbon ca	replaced. ctioning prop properly, lea	perly, leaking throug	ng through gh or stuck	n or stuck).
	1			Tank Sys	tem			11		, c
Equipment	T-1 BOC	T-2 MISC	T-3 AGIT DECH+	T-4 NAPL BLENDS	T-5 FUEL OIL	T-6 NAPL STORAGE	T-20 NAPL BLENDS	NORTH	CALGON	
Carbon Adsorber Vent Gas H-NU Meter Reading (PPMV as Methane)										
Nitrogen Pad Valve (Okay, leaking, plugged)								N/A	· N/A	N/A
Vent Valve (Okay, leaking, plugged)								N/A	N/A	N/A
Storage Vent Piping (Okay, plugged)										
	d <sup>1</sup> costing y		Equipme	nt/Facility	Leak Che	eck		y arthur t	71 141-	
	T-1 FEED PUMP	T 2-3 FEED PUMP	T-4 FEED PUMP	T-5 FEED PUMP	T-6 FEED PUMP	TRAILER SUMP	T-20 TRAILER SUMP			
Ambient Air at Device H-NU Meter Reading (PPMV as Methane)									,	
Ambient Air at Device	BOC UNLOAD PUMP	T-4 NAPL UNLOAD PUMP	OIL UNLOAD PUMP	BTF UNLOAD PUMP		STORAGE DIKE PUMP	T-20 UNLOAD PUMP			
H-NU Meter Reading (PPMV as Methane)		1								

DATE:_	
TIME:	

- 50		
.84	INSPECTOR:	Walt Michaels
		ess Supervisor

## RESIDUE BURNER AND CALGON UNIT WEEKLY INSPECTION CHECKLIST

#### IX. CORRECTIVE ACTION

Must be done so that the problem does not lead to an Environment or Health hazard. Where the hazard is imminent or has already occurred, remedial action must be taken immediately.

ACTION	W.R. #	DATE COMPLETED
-		
	· · ·	
×		

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DW/WM/rss Revised 11/95 A:94:01:WM:DW0.246 DAILY INSPECTION FORMS

### RCRA HAZARDOUS WASTE CONTAINER STORAGE AREA DAIL V INSPECTION SHEET

J			Date ://
Pad Inspecte	AM / PM		
pect each drum pad for the following items at leas Leaking Drums / Drums not on Pallets / Drums no Drums "Properly Closed" means bungs wrench tig Deterioration of the Pad or Sump surface, or wet a	t closed / Bu ht and for o	ulging Drums. pen head drur	
ds must be kept free of ice at all times. (Use sait to	keep clear.	) Pump rain	water within 24 hours of rain event.
nte any defective conditions (i.e. full sumps or flood d any inoperative eyewash systems where provide	led pads, lead d and the re	aking drums o quired remed	or problems with the pumps, ial action to correct the condition.
ALL DEFECTS MUST BE CO	PRRECTE	D IMMEDI	IATELY (per Part 373.2).
	FIND YES	INGS NO	REMEDIAL ACTION PLAN AND COMMENTS
DRUM CONDITION			
DRUMS "PROPERLY CLOSED"			
LEAKING (FUMING) DRUMS			
DRUMS NOT ON PALLETS			
BULGING DRUMS			
SEVERE RUSTING			
PAD CONDITION			
ETERIORATION (Ie: CRACKS) PAD SURFACE			
DETERIORATION (ie: CRACKS) PAD SUMP			
ESTIMATED WATER LEVEL			
IF WATER IS PRESENT:			
pump a dike out the following analytical results m	ust be recor	ded here and	be within the specified limits.
epresentative sample must be taken by recirculation	ng with the s	sump pump fo	or 2 minutes minimum before the sample is taken.
not within the specified limits contact Environmenta	il Control for	disposal guid	dance.
SAMPLE TAKEN ? (yes / no)			
SAMPLE TAKEN? (yes / no)  Is a sheen present? (No sheen is allowed.)			
is a sheen present?			
is a sheen present? (No sheen is allowed.) 2nd phase organic present?			
Is a sheen present? (No sheen is allowed.)  2nd phase organic present? (No 2nd phase allowed.)  PUMP OUT (YES / NO)  IF YES, INDICATE>		ed on pH pape	TOC (10 ppm or less)

INSPECTOR:

 $\mathbf{D}$  073

# RCRA HAZARDOUS WASTE STORAGE TANK DAILY INSPECTION LOG SHEET

Tank Inspected:		Date:
T-9 MIXED RESIDUE TANK M-22		
T-19 DECH - PLUS RESIDUE TANK M-2	2	Time:
Inspect each tank for leaking connections, inoperable valves and/or tank instrumenta	leaks from holes or cra	acks in the tank walls or tank seams, excessive corrosion,
inspect each containment area to determine detect erosion or other obvious signs of less Note any defective conditions (full or flood the required remedial action to correct the	ed dikes, leaking flanger	dike walls, sump, and the area around the containment area to np and transfer piping for leaks or signs of corrosion. es, valves, or sample taps, and inoperative instrumentation) and
ALL DEFECTS	MUST BE CORRECT	TED IMMEDIATELY (PER PART 373.2)
	FINDINGS	REMEDIAL ACTION PLAN AND COMMENTS
TANK LEVEL		
TANK CONDITION		
ASSOCIATED EQUIP CONDITION		
TANK DIKE CONDITION		
ANK DIKE LIQUID LEVEL		
PUMP OUT (YES/NO)		
o pump a dike out, the following analytical representative sample must be taken by renot within the specified limits, contact Envi		
a sheen present? (none allowed)		
nd phase organics present? (na)		
1 5-10	,	
DC (10 ppm or less)		
Inspector's Signature:		

MCT BOTTOMS TANK AND MCT DECANT T	ANK	1
-----------------------------------	-----	---

	24
DATE:	1 :
DAIL.	1 1

Inspect each tank for leaking connections, leaks from holes or cracks in the tank walls or tank seams, excessive corrosion, Inoperable valves and/or tank instrumentation. Inspect each containment area to determine the condition of the dike walls, sump, and the area around the containment area to detect erosion or other obvious signs of leakage. Inspect the pump and transfer piping for leaks or signs of corrosion. Note any defective conditions (i.e. full or flooded dikes, leaking flanges, valves, or sample taps, and any inoperative instrumentation) and the required remedial action to correct the condition.

### ALL DEFECTS MUST BE CORRECTED IMMEDIATELY (PER PART 373.2)

TANK		мст во	TTOMS TANK	мс	T DECANT TANK
	7:00 a.m.	Weight:		Level:	
Transfer to Tank	7-3	Weight Start:	Difference:	See Not	e Below:
		Weight Stop:			
	3:00 p.m.	Weight:		Level:	•
Transfer to Tank	3-11	Weight Start:	Difference:	See Note	e Below:
·		Weight Stop:			
	11:00 p.m.	Weight: .		Level:	
Transfer to Tank	11-7	Weight Start:	Difference:	See Note	Below:
	, 1	Weight Stop:			
Note: When entering amo Tank weigh scale wi	ount transferred nen the transfer	to Decant Tank, u is done.	se the difference	in weight as se	en on the Bottoms
Tank Condition	7-3				
Transfer Pump Seal	7-3		4		
Dike Integrity	7-3		:		
Water in Dike/Sump	7-3	Yes	No	Yes	No
Pumped Out	7-3	Yes	No	Yes	No
Was Catalyst Pumped to C I Yes, Cat Chlorinator Tan	Cat Chlorinator in	n N-21? Yes		No	
. , ,		Or mansier	at end	of Transfer	

is a sheen present? (No sheen is allowed)	
2nd phase organic present? (No 2nd phase allowed)	
ph (5 - 10) (As measured on pH paper)	
TOC 50 ppm or less)	

NON-ROUTINE INSPECTION FORMS

CC	LOC.	EQ	BLDG.	ITEM	DATE	FILE
TEST	Z	INSPECTOR	COPIES			
REMARKS						
RECOMMENDATIONS	NDATIONS					
					~	
						1

	RECOMMENDATIONS	REMARKS	TEST INSPECTOR COPIES	CC LOC. EQ BLDG. ITEM DATE
	v			DATE

23	LOC.	EQ	BLDG.	ITEM	DATE	FILE
TEST	Z	INSPECTOR	COPIES			,
REMARKS						-
RECOMMENDATIONS	DATIONS					
	-					,
					-	

# Occidental Chemical Corporation N 26728

### NIAGARA PLANT INTERNAL HAZARDOUS WASTE MANIFEST/INTRAPLANT TRAILER TRANSFER TICKET

CC WASTE CODE					LOAD	NO.		
CC WASTE CODE					25.10			
	GENE	RATING DEPT.	COST CENTER	DATE SHIPPED		TIME		
							•	•
AMOUNT SH GALLONS	POUNDS	FROM BUILDING	TO BUILDING		OCC TRAIL	ER NO.	NON OCC	TRAILER N
AMOUNT RET	URNED POUNDS	FROM BUILDING	TO BUILDING		RETURNED	DATE	1	
ET SHIPPED POUNDS	5		CAFETY OUEOU	***	LOA	DER	UNLO	DADER
		]	SAFETY CHECK		YES	NO	YES	NO
		ORT SEALED AND N	OT FUMING.					
		SCONNECTED.	0.0055					
			CLOSED AND NOT LEAKI	NG				
		/E CLOSED AND NO						
		DISC. IN PLACE AND						
		AL GROUND DISCON	INECTED.					
7	TRAILER J	ACK REMOVED.	4					
8	B. PLACARD	IN PLACE POSITIONS	ED "SAFE TO MOVE".					
. 9	). TRAILER P	RESSURE TEST DAT	TES/IN COMPLIANCE					
10	). ALL GASK	ETS, HOLD-DOWN B	OLTS, NUTS IN GOOD CON	DITION.				
11	. ALL VALVE	S, PRESS. GAUGES,	RUPTURE DISCS AND VEI	NTS IN				
	OPERABLE	CONDITION AND F	REE OF OBSTRUCTIONS.					
12	. SPILLED V	VASTE MATERIAL ON	OUTSIDE SURFACES OF	TRAILER.				
	(IF YES, D	O NOT SHIP)						
EFECTIVE FOLUDA	ENT NOTED (	NOTIFY SUPERVISOR)	COMMENTS				•	

	c) of the O.O.T. Hecarosus Mer					
MER OCCIDENTAL CHE	MICAL CORP	,	CARRIER (if other train owner)			
7 TACE OF BUSINESS ADDRESS			MINCPAL PLACE OF BUSINESS	ADDRESS		
4 700 Buffalo A	ve.					
		TELEPHONE	CITY, STATE AP CODE			TELEMONE
Niacara Falla.	MAN TAJUZ	ORIG. TEST DATE	COT SPECIFICATION NO.			
	1987				FLIID CAPACITY (GA	ري
RRIER'S ECLIPMENT NO.	VESSEL MATERIAL SP	1 17-14-87	MC307/312		4000	
291			83-5049		~~~~~~	-
TYPE	OFTESTISI			CERTIF	ED SY	
EXTERNAL VISUAL IV	XI LENGUE TEST OF	3	MANUFACTURER CUSC	= Inds		
NTERNAL VISCUL (I)	XI Hydrosiana X		WATER CLEACEN A	-		
JAMES DESPECTION (L)	CI THIONESS TEST	m	WATER CUPACITY (LSS)			
RESSURE RETEST (P)  Hydroscoc X Province			WORKING PRESSURE PS		MINIMUM DESIGN METAL TEMPERATUR	
Tellus Aprilla - Tella - 1900 - 1900	CHECKLI	STOFITEMS	NSPECTED OR TEST	ED		
	ושח ומע	_   TES  NO		YES NO	· · · OTHER IT	EMS TES
Shed		56	Distorbores	1-21		算
		<b>58</b> 1	Central		·	
	Françable (Ruggare) Olek		Wekte			
<u> </u>	Maper Adounterscoon		OTHER ITEMS			· 5
<u> </u>						
72						
me for Tigrossung Marehole						177.
att as ful Opening Reservices						
- Parente				114		
	Flows for Heating System	_				/Terest
	1.	F-1				=======================================
ECX CINES UNO DE	CATTOON OF ADMAG	E DISCOVERED	DEFECTS OR DA	No.	SCOVERED	
ECX OMB	CATTOON OF ADMAG	E DISCOVERED	DEFECTS OR DAI	No.	SCOVERED	13. 15. 15. 15. 15. 15. 15. 15. 15. 15. 15
ECX OMB	CATTOON OF ADMAG	E DISCOVERED	DEFECTS OR DA	No.	SCOVERED	
ECX OMB	Carroted or Abraded Are	E DISCOVERED	Anne C hend-to-spell mean	MAGE DI	SCOVERED  REGISTRATION NO.	
ECX ONB	Carroted or Abraded Are	EDISCOVERED	Anne C hend-to-spell mean	MAGE DI		
ECX CIMB	CATTORN DAMAG	EDISCOVERED  I liquid press 2 vesor (  RITIFICATION RECUIRED)	C YES CI NO DESIGN CENTIFY	MAGE DI		, <u>12</u>
ECX OMB	CATTORNIA OF Abreded Are CET OR DAMAG VIRIA EL PRESENTATION DE COMMANDE DE COM	EDISCOVERED  RITIFICATION REQUIRED?  CATTORICATION REQUIRED?	TROLEUM GAS LATERIAL THAT MAY S CORROSION CRACKING	MAGE DI	REGISTRATION NO.	
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### RCRA SUBPART CC TRAILER INSPECTION FORM

CALIBRATE MONITORING INSTRUMENT AND MONITOR ALL MANWAYS, VALVES AND ASSOCIATED PIPING CONNECTORS ON TRAILER.

INSPECTION DATE
TRAILER NUMBER
MONITORING INSTRUMENT MAKE/MODEL
MONITORING INSTRUMENT SERIAL NUMBER
BACKGROUND READING (S) (PPM)
SCREEN READINGS (PPM) (RAW-BACKGROUND)
COMMENTS:

# Occidental Chemical Corporation



# SAFETY REGULATION SR 11

# "LOADING AND UNLOADING OF TRAILERS, TANKERS & TRUCKS"

WHAT

Procedures required to safely position and support tank trailers, van trailers and trucks for loading/unloading. Includes guidelines for the proper care and maintenance of wheel chocks and jack supports.

WHERE

All materials transfer sites at the Niagara Plant.

WHO

All Occidental tractor drivers, truck drivers and forklift Operators. Also loaders, unloaders, and logistical services personnel responsible for equipment storage and maintenance.

WHY

To protect personnel, and prevent damage to loading and unloading facilities that could result from the accidental movement of trucks, trailers, or tankers while materials are being transferred.

### SUMMARY

- Use of approved wheel chocks
- Testing tractor and trailer brake systems
- Getting proper consent for all safety operations
- Secure placement of dock plate and nose jack

DISTRIBUTION: ALL SUPERVISION	EFFECTIVE DATE: AUGUST 1991	AUTHORIZED BY:
APPROVED BY:  DEPT HEADS, SAFETY DEPT., & SOP    SAFETY COMMITTEE	SUPERSEDES:  SOB 11B, 11C, 11D  WITHOUT APPROVAL OF & SAFETY DEPARTMENT	G.F. MASIOS

# CONTROLLED DOCUMENT OCCIDENTAL CHEMICAL CORPORATION SAFETY PROCEDURE SR 11

### I. DEFINITIONS

NIAGARA PLANT

- Wheel Chocks a tooth-edged device that is placed between a truck tire and the road surface to prevent vehicle movement. Wheel chocks must be approved by the Safety Department.
- Nose Jack an adjustable device that is placed between the face of a fifth wheel
  and the road surface to prevent vehicle movement.
- Suitable Flatbed Or Trailer Support a support approved by the Safety
  Department that prevents tipping of the trailer during Loading. Squarely stacked
  standard pallets, bound together with metal strapping are acceptable as
  supports.

### II. PROCEDURE

#### Wheel Chocks

- If a trailer is backed up to a loading dock, place one chock at the front of an outer wheel on each side of the unit (Figure 1).
- If the trailer or tanker is free-standing (i.e., not spotted at a loading dock or backed up to a wall), place chocks at the front and rear of an outer wheel or set of wheels on each side of the unit (Figure 2).
- Place chocks squarely against the tire with the tooth-edge gripping the road surface. This surface should be free of ice, snow, gravel and loose dirt.
- In the case of non-Occidental drivers, the forklift operator or one loader/unloader will put the wheel chocks in place.
- Loading/unloading cannot begin until the wheel chocks are in place.

#### Nose Jacks

- The surface on which the jack is placed must be level.
- The nose jack must be placed under the coupling area of the trailer and adjusted to allow 3 to 5 inches of clearance between the trailer and jack.
- Do not place the nose jack directly under the trailer pin.
- Loading/unloading cannot begin until the nose jack is in position.
- If an empty unit is spotted for storage, a nose jack is not necessary.

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### TANK TRAILERS AND VAN TRAILERS RA PLANT

- A. When a trailer or tanker is to be loaded/unloaded with the tractor attached, the tractor driver must:
  - Know the necessary safety procedures:
    - Observe the non-smoking regulations in the vicinity of a trailer containing explosive, flammable or oxidizing materials.
    - Wear the proper safety equipment.
    - Know the location of the safety shower/eyewash.
    - Know the emergency response procedures for the materials being
    - handled.
  - 2. Spot the unit at the loading/unloading site.
  - 3. Test the brakes as follows:
    - · Apply the air brakes on the unit.
    - Apply the tractor's hand emergency brake.
    - Attempt to move the unit forward with the motor running and the
    - transmission in gear. There must be enough restraining force when the brakes are applied to prevent forward movement.
  - 4. When the driver leaves the cab, shut off the motor and put the transmission in reverse gear.
  - 5. Place the wheel chocks in position.
  - 6. Notify the dispatcher or the person in charge of loading/unloading that the above precautions have been taken.
  - Before attempting to move the unit from its secured position get permission from the dispatcher or the loader/unloader. Make sure all piping is disconnected from trailer.
  - 8. Once permission is obtained, follow these procedures for moving the unit:
    - Make sure trailer sign is in safe to move position.
    - Remove the wheel chocks and store them properly. Forklift operators, loaders and unloaders will remove chocks for non-Occidental drivers.
    - Disengage the tractor's emergency hand brake.
    - Release the air brakes.
    - Never move a trailer from the loading dock while the dock plate is in place.

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- B. When a trailer or tanker is to be Loaded/unloaded with tractor attached, the forklift operator, loaders and unloaders must:
  - 1. Know the necessary safety procedures.
    - Observe the non-smoking regulations in the vicinity of a trailer containing explosive, flammable or oxidizing materials.
    - Wear the proper safety equipment.
    - Know the location of the safety shower/eyewash.
    - Know the emergency response procedures for the materials being handled.
  - Make sure the wheel chocks are properly placed.
  - 3. Set the dock plate in place.
  - Follow and complete the proper loading/unloading checklist and Procedures.
  - 5. Remove the dock plate when loading/unloading is complete.
  - 6. Notify the tractor driver or dispatcher when the load has been Transferred.
- C. When a trailer or tanker is to be loaded/unloaded without the tractor attached, the tractor driver must:
  - Know the necessary safety procedures.
    - Observe the non-smoking regulation in the vicinity of a trailer containing explosive, flammable or oxidizing material.
    - Wear the proper safety equipment.
    - Know the location of the safety shower/eye wash.
    - Know the emergency response procedures for the material being
    - handled.
  - 2. Spot the unit at the loading/unloading or storage site.
  - Place the wheel chocks in position.
  - 4. Lower the dolly wheels.
    - The dolly wheels should be sitting on a firm surface.
  - 5. Uncouple the tractor.
  - Place the nose jack in position.

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- 7. Notify the person in charge of the day And ading operations that the above precautions have been taken.
- 8. After loading/unloading is complete, get permission from the Dispatcher or loader/unloader to couple the tractor. Check to see that all piping is disconnected or the dock plate removed. Place a suitable barrier at the dock edge.
- 9. Once permission is obtained, follow these procedures for moving the unit:
  - Make sure trailer sign is in safe to move position.
  - Make sure the chocks and nose jack have been removed.
  - · Couple the tractor and trailer.
  - Release the air brakes.

NOTE: In the absence of authorized personnel, a flatbed at a loading dock may be coupled and moved without the usual approval. If the dock plate has been removed and a suitable barrier is in place at the dock door or the dock door is closed, and the trailer sign is in the safe to move position, the tractor driver may couple up and drive away.

- D. When a trailer or tanker to be loaded/unloaded without the tractor attached, the forklift operators, loaders and unloaders must:
  - 1. Know the necessary procedures.
    - Observe the non-smoking regulation in the vicinity of a Trailer containing explosive, flammable or oxidizing material.
    - Wear the proper safety equipment.
    - Know the location of the safety shower/eye wash.
    - Know the emergency response procedures for the material being handled.
  - 2. Check to see that the wheel chocks are properly placed. (Figure 3)
  - 3. Place a nose jack or suitable support under the nose of the Flatbed or trailer.
  - Loading/unloading cannot begin until the wheel chocks and nose jack or supports are in position.
  - Set the dock plate in place.
  - 6. Follow proper loading/unloading procedures.

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- 7. Remove the dock plate when loading/unloading is complete.
- 8. Notify the dispatcher or tractor driver when the load has been transferred.
- 9. For non-Occidental drivers, remove wheel chocks, nose jacks, and or supports and store them properly.

### STAKE TRUCKS AND DUMP TRUCKS

- A. Stake trucks and dump trucks do not need wheel chocks except when equipment is being driven onto them. The truck driver must:
  - Know the necessary safety procedures.
    - Observe the non-smoking regulations in the vicinity of a trailer containing explosive, flammable or oxidizing material.
    - Wear the proper safety equipment.
    - Know the location of the safety shower/eye wash.
    - Know the emergency response procedures for the material being handled.
  - Place the wheel chocks in position.
  - 3. Notify the loader/unloader when the chocks are in place.
  - 4. Before attempting to move the truck, get permission from the Dispatcher or loader/unloader.
  - Once permission is obtained, remove the wheel chocks and store them properly.
    - Forklift operators, loaders and unloaders will remove wheel chocks for non-Occidental drivers.
- B. If a trailer, tanker or truck is parked, but work is to be done on it loading/unloading, maintenance, painting), it must be:
  - 1. Parked on an even surface.
  - Secure against movement.
    - The wheels must be chocked to prevent both forward and backward movement.
    - Place chocks squarely against the tire with the toothed-edge gripping the road surface. This surface should be free of ice, snow, gravel and loose dirt.
    - A nose jack must be placed under the fifth wheel.

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